



Admission Agreement

2018-2019 School Year

CLC School-Age Program is here to provide a safe, comfortable, and fun environment for the hours students are not in school and parents are at work. Service is provided between the hours of 7:00 a.m. and 6:00 p.m. Monday through Friday.

The Tuition for _____, in grade _____
(Student's Full Name)
at _____ is \$ _____ per month.

- ◆ **Student Registration & Activity Fee - \$100.00/child**
Registration fee is payable at the time application is made. This is not refundable. Students must re-register each school year, and separately for our summer program.
- ◆ **Multiple Child Discount**
Families with more than one child enrolled in the CLC program will receive a 5% per child discount.
- ◆ **Snacks & Lunch**
Enrollment in the fall program includes one nutritional snack per day. During the summer months, two nutritional snacks will be provided; No lunches will be provided for full days, when the public schools are closed; lunches must be brought from home.
- ◆ **Vacation Credit**
Students and/or families must be enrolled six months before they qualify for a vacation credit. We allow a one week vacation from school without charge per school year. The vacation credit will be applied directly to your statement. It may only be taken on a weekly basis. All vacation requests must be requested in writing and submitted to the Director at least two weeks in advance.
Please note: vacation credits do not apply to families assisted by the CLC Scholarship Program.
- ◆ **Tuition Payments**
Tuition payments will be deposited in the tuition box located in Room #4 for the CLC School-Age program. Tuition payment is due the first day of each month for that month's service. If tuition is not received by the 10th of each month, a **\$25.00** late fee will be charged, plus an additional **\$10.00** will be assessed each week for payments not received.
- ◆ **Tuition Increase**
Parents will receive a 30 day written notice prior to annual tuition increases.

◆ **Returned Checks**

A **\$35.00** fee will be charged for all returned checks. After two returned checks, CLC may require payment in the form of cashier's check or money order.

◆ **Late Pick-Up Charge**

After 6:00 p.m., there is a **\$1.00** per minute late charge. This charge will be added to the monthly tuition statement, and is due with tuition payment.

◆ **Notification Policy**

A fee of **\$10.00** may be charged to families who fail to notify CLC of absences or altered transportation arrangements prior to school release time. This fee may be charged for each occurrence.

◆ **Withdrawals**

A withdrawal may be implemented by completing a CLC Notification Form, and submitting it to the CLC Office a minimum of 30 days in advance of the requested last day of attendance. The 30 days is determined from the day that the form is received by the CLC Office. Your school account will be charged or refunded accordingly.

◆ **Rights of Licensing**

CLC is licensed by the California Department of Social Services, Community Care Licensing; (license number). The Department or Licensing Agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or staff members, and for the examination of all records relating to the operation of the childcare center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect, or inappropriate placement.

◆ **Termination**

Termination is caused by, but not limited to:

1. Omission or misrepresentation in filling out admission forms.
2. Repeated inappropriate behavior and/or language.
3. Failure to meet the terms of tuition.
4. Inability of child and school to obtain mutual benefit from the programs at CLC.
5. Failure to comply with regulations covered in the CLC Parent's Handbook.
6. The enrollment of a child having a physical, emotional, or psychological disorder that is beyond the capabilities and/or expertise of the teaching staff.

I hereby authorize CLC to call an emergency ambulance in case of accident or acute illness, and to arrange for necessary emergency medical care, in case I am not immediately available. Any qualified physician, called by CLC, may treat and do whatever is necessary for the health and well being of my child. It is understood that a conscientious effort must be made to notify me (parent/guardian) before such action will be taken.

Mother's Signature or Legal Guardian

Date

Father's Signature or Legal Guardian

Date

CLC Director's Signature

Date